



**COUNTY OF DEL NORTE**  
**DEPARTMENT OF HEALTH AND SOCIAL SERVICES**

Stephen D. Brohmer, Director/Public Guardian  
Richard Mize M.D., Health Officer

February 6, 1998

Curtis Howard, Welfare to Work Division  
California Department of Social Services  
744 P Street, MS 9-701  
Sacramento, CA 95814

Subject: CalWORKs Plan Revisions for Del Norte County

Dear Mr. Howard:

Enclosed are the pages reflecting revisions made for clarification as discussed with Jim Brown during a conference call on January 23, 1998.

Mr. Brown indicated that the Plan must include a grievance procedure, and suggested that we request you to incorporate our current GAIN Grievance procedure in this plan. I have been unable to locate our written procedure. If you have a copy, please fax it to me at (707) 465-1783.

In this county recipients who have a grievance see their worker. If they do not come to an understanding, then further intervention is determined by the nature of the grievance. For instance, if related to their required activity, they follow the appeal process, but if the nature of the complaint involves discrimination, or a personality conflict with the worker, the appropriate process would be followed. They might see the supervisor of the worker to file a Citizen's Complaint, or they might see the Civil Rights Coordinator and follow the discrimination complaint process.

The following pages are revised as follows:

page 6 was revised to reference the fact that the NorTEC Private Industry Council includes representation of Labor.

page 7 was revised to reflect planned involvement of Faith Communities.

page 11-12 were revised to include the criteria for establishing good cause for non-participation which will be utilized in cases involving mental health, drug and alcohol, and domestic violence.

page 17 has been renumbered to page 18, and revised to establish criteria for determining exemption of parents for the first and subsequent infants.

page 18 was renumbered to page 19 and revised to reflect early referral and transition from Stage I to Stage II, and subsequently to Stage III in order to achieve "seamless" child care.

page 19 was renumbered to page 20 and revised to clarify that the mileage rate, when used to reimburse CalWORKs participants, is the same as that used to reimburse county employees.

page 22 was renumbered to page 23 and revised to clarify that training in domestic violence will be provided by local Public Health Nursing staff and/or the Domestic Violence Coordinator.

page 23 was renumbered to page 24 and revised to identify specific issues which may result in good cause for non-participation by a CalWORKs recipient who is a victim of domestic violence; and to make reference to page 11, which provides the criteria for determining mental stability of a victim of domestic violence.

page 30 was renumbered to page 31 and revised to reflect early referral and transition from Stage I to Stage II child care, and subsequently to Stage III child care in order to achieve "seamless" child care for those transitioning off aid.

page 33 was renumbered to page 34 and revised to reflect that Del Norte County will not participate in the Change Reporting Demonstration Project as the ISAWS Consortium did not submit an application on behalf of all ISAWS counties; and that we will participate upon CDSS evaluation of the project and subsequent statewide rollout.

page 39 was renumbered to page 40 and revised to add that the county will provide an amendment to the Community CalWORKs Plan if the county decides to exercise the option to require single adults to participate 32 hours per week instead of 26 hours per week sooner than July 1, 1999.

page 40 was renumbered and revised to reflect continued coordination and referral with the California Indian Manpower Consortium, Native American Employment Works (NEW) Program in order to insure that CalWORKs recipients participating in the NEW Program meet the hours of participation required by the Community CalWORKs Plan.

We look forward to formal approval of the Del Norte County Community CalWORKs Plan. We are still on target for beginning enrollment. The first group is scheduled for Orientation on Monday February 9, 1998.

You may contact me at (707) 464-3191 if you have further questions or need additional information.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sally Smart". The signature is fluid and stylized, with the first and last names being clearly legible despite the cursive style.

Sally Smart, Program Manager

## Del Norte County Community CalWORKs Plan

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### **(b) PARTNERSHIPS WITH THE PRIVATE SECTOR TO IDENTIFY JOBS**

Del Norte County has ongoing partnerships with the private sector. We have many cooperative agreements in place with local private employers for job training. We will continue to work on an ongoing basis with the North Coast Small Business Development Center, the Chamber of Commerce, Del Norte Economic Development Council, Private Industry Council, and the newly formed Redwood Economic Development Institute to stimulate the local economic base to strengthen and create increased employment opportunities.

Additionally, Del Norte County will implement a Welfare-to-Work Demonstration Project to more effectively serve highly distressed geographic areas, more effectively serve hard-to-employ target populations, better meet local labor force demands, address the needs of the CalWORKS population and improve administration of program services to recipients.

We will work closely with the local employment and training agencies - the local Private Industry Council (advisory); NorTEC Private Industry Council Governing Body (PIC/GB), which includes representation from Public and Private Sectors, Education, Labor, and Community Based Organizations; the local JTPA agency; Rural Human Services; the Employment Development Department; the Del Norte Career Center; Northern California Indian Development Council; California Indian Manpower Consortium; and the California State Department of Rehabilitation. The local Faith Organizations will be contacted to determine their level of participation in employment and training activities.

## Del Norte County Community CalWORKs Plan

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It is envisioned that the local service organizations and faith community clubs , such as the Soroptimists, Kiwanis, Elks, and Knight of Columbus, will assist clients with the transition from welfare to work by providing support groups and one-on-one role-model mentoring. The county will seek input from the Faith Community with regard to their level of involvement in CalWORKs activities.

The linkages of all these different employers, agencies, and groups shall assist with the identification, acquisition and retention of unsubsidized jobs for CalWORKS recipients.

## Del Norte County Community CalWORKs Plan

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### (e) SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES

The Supportive Services Sub-Committee of the Community CalWORKs Planning Committee defined roles and responsibilities of the CalWORKs Service Coordination Team relative to Behavioral Health Services. Service delivery to CalWORKs recipients who have mental health or substance abuse problems, or who are victims of domestic violence will be provided an array of services to meet the identified need as described below:

- Del Norte County certifies that the county's substance abuse treatment services will include at least the following: evaluation, case management, substance abuse treatment, employment counseling, and the provision of community service jobs.
- Below is a description of the objective criteria for Behavioral Health Services to determine which CalWORKs participants need to engage in mental health or alcohol and drug treatment only and meet good cause for non-participation in other CalWORKs activities.

Criteria for determining whether good cause exists for non-participation are based on the Diagnostic and Statistical Manual for Mental Disorders, Fourth Edition. These include diagnoses such as chronic and severe substance related disorders, and/or other severe major mental disorders (schizophrenia and other psychotic disorders, mood disorders, anxiety disorders, dissociative disorders, adjustment disorders) as well as significant psychosocial environmental problems ( problems with primary support group, problems related to the social environment, educational problems, etc...).

A determination that good cause exists for non-participation from other CalWORKs activities will be determined by a person receiving a score of 40 or below on the Global Assessment of Functioning Scale.

Intensive services may include hospitalization, day rehabilitation services, residential drug and alcohol treatment, and perinatal day rehabilitation services. Services are designed to

## Del Norte County Community CalWORKs Plan

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restore the individual to a level of functioning so they are capable of participating in other CalWORKs activities.

Del Norte County certifies that the county will provide at least the following Mental Health services: assessment, case management, treatment and rehabilitation services, identification of substance abuse problems, and a process for identifying individuals with severe mental disabilities.

## Del Norte County Community CalWORKs Plan

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### (g) CHILD CARE AND TRANSPORTATION SERVICES

#### Child Care

CalWORKs projected need:

Based on information from the International Child Resource Institute Feasibility Study, the projected need is for the development of an additional 241 child care slots. While many of these slots will be for the traditional M-F 8-6 work hours, some development of non-traditional hours of service will have to take place.

Provision of child care needs:

Del Norte County will establish a payment system which provides direct payments to the child care provider. The county will contract with the Alternative Payment Program (APP) through the Del Norte Child Care Council (DNCCC) for most of Stage I and all of Stage II child care. The DNCCC and the Del Norte County Unified School District (DNUSD) will simultaneously apply for California Department of Education (CDE) funds to increase center based slots. Home based slots will increase due to stepped up training through Job Training Partnership Act (JTPA) and DNCCC programs to increase those slots. Access to startup funds for home based care will be through economic development funds.

Criteria for parent exemptions:

The standard exempt period for a first child will be six months. Parents who choose to participate in CalWORKs will have their exemption period shortened to a minimum twelve weeks, as determined by the parent and case manager. A parent whose exempt period is shortened will receive the full range of supportive services available. The exempt period of a parent with her first child may be lengthened to a maximum of twelve months if it is determined that child care is not available, that no job exists for the parent, or that it is in the best interest of



## Del Norte County Community CalWORKs Plan

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best interest of the child.

Parents will be exempted from participation upon a subsequent birth for the standard twelve weeks. This exempt period may be lengthened to a maximum of 6 months if it determined that child care is not available, that no job exists for the parent, or that it is in the best interest of the child.

Caretaker relatives of children with certifiable life-threatening illnesses or who are either a dependent or ward of the court or at risk of placement in foster care if caretaking responsibilities impairs employment will be exempted from participation.

### Access to Resource and Referral Agency:

The DNCCC is the Resource & Referral (R&R) Agency for Del Norte County. The county and the DNCCC will initially coordinate swift communication for resource and referral services to TANF parents. The county and the DNCCC are exploring the feasibility of co-location.

Consumer education training will be conducted by the R&R.

### Families transitioning off aid:

Upon enrollment in CalWORKs, a family will receive Stage 1 services. Once they have demonstrated stability, they will be referred for Stage II. Prior to Stage 1 completion, a transition plan will be arranged describing their new child care status and responsibilities. An eligible family will be transferred from Stage II to a local CDE funded program as slots become available in Stage III.

### Transportation

Transportation services necessary for participation in an assigned CalWORKs activity will begin with assignment to a specific activity, for example, job search. Eligibility for transportation services ends when the participant reaches the 18 or 24 month CalWORKs eligibility period.

## Del Norte County Community CalWORKs Plan

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Transportation services are not required by AB 1542 for community service participants.

Transportation services will be provided to recipients whose activity is more than 2 miles round trip from their home, and will be provided by vouchers or purchase orders where ever possible.

Transportation reimbursement will be limited to the lessor of the cost of public transportation if available, or the mileage rate used to reimburse county employees which is based on the federal mileage reimbursement rate.

## Del Norte County Community CalWORKs Plan

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### (i) WORKING WITH VICTIMS OF DOMESTIC VIOLENCE

Del Norte County will coordinate provision of services to CalWORKs recipients who are victims of domestic violence with the local Domestic Violence Program. The program is administered by Rural Human Services, a local private not-for-profit agency. Services are provided at RHS Harrington House, a shelter for battered women and children.

Training in domestic violence will be provided to all staff who will be working with CalWORKs recipients by local Public Health Nursing staff and/or the Domestic Violence Coordinator.

The Mission: To eliminate domestic violence as a barrier to sustained employment in Del Norte County.

Until regulations are adopted by California Department of Social Services in consultation with the Task force on Domestic Violence established by the Welfare-to-Work Act of 1997, the county will utilize a coordination team approach to provision of services to victims of domestic violence.

The Department of Health and Social Services will:

- Screen and identify domestic violence victims using a mutually agreed upon Referral and Assessment Tool.
- Refer victims of domestic violence to RHS Harrington House for an assessment of risk.
- Refer victims of domestic violence to the local Mental Health Department for an assessment of mental ability to participate in CalWORKs activities.

RHS Harrington House will:

- Collaborate with the Department of Health and Social Services (DHSS) on screening and referral protocols.
- Provide client assessment of DHSS referrals to identify domestic violence as a barrier to

## Del Norte County Community CalWORKs Plan

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sustained employment and to what degree participation in CalWORKs should be required.

- Provide an array of support services to eliminate domestic violence as a barrier to sustained employment. Specific issues which may result in good cause for non-participation include, but are not limited to, immediate safety, situational crisis, or a severe lack of self-esteem.
- Participate in the service coordination team providing reports and recommendations on progress and outcomes of assessments and services.

The local Mental Health Department will:

- Collaborate with the DHSS on screening and referral protocols.

Provide client assessment of DHSS referrals to identify the mental stability of victims of domestic violence and to what degree participation in CalWORKs should be required. See section (e) on page 11 for a description of the criteria for determining mental stability.

- Provide Mental Health services as needed to improve the mental stability of the recipient.
- Participate in the service coordination team providing reports and recommendations on progress and outcomes of assessments and services.

## Del Norte County Community CalWORKs Plan

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### **(m) ASSISTING FAMILIES TRANSITIONING OFF AID**

Families transitioning off aid:

Del Norte County plans to assist families transitioning off aid due to time limits or due to employment by providing referral to the Del Norte Child Care Council for child care services.

Upon enrollment in CalWORKs, a family will receive Stage I services. Once they have demonstrated stability, they will be referred for Stage II. Prior to Stage I completion, a transition plan will be arranged describing their new child care status and responsibilities. An eligible family will be transferred to a local CDE funded program as slots become available in Stage III.

Limited counseling and case management services will be available for purposes of monitoring job retention and/or barriers. Case management services will include resource and referral to appropriate agencies and support groups.

## Del Norte County Community CalWORKs Plan

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### (o) OTHER ELEMENTS

#### Demonstration Projects

##### I. Change Reporting Demonstration Project

Del Norte County recently converted from a manual system to the Interim Statewide Welfare System (ISAWS) and is currently part of the ISAWS consortium. An application for participation in the Change Reporting Demonstration Project (CRDP) was to be submitted by the consortium on behalf of all of the ISAWS counties. This did not occur.

The reporting and budgeting project required by the legislation under CalWORKs specifies the following:

- Counties will redetermine financial eligibility every six months.
- Counties will have the option of conducting a full eligibility redetermination annually.
- Recipients will be required to report changes in income or resources in excess of \$75, and any change in household composition, within 10 days after the change.
- Changes in the recipients' grant amounts will be made prospectively.
- Grant warrants will include an endorsement under penalty of perjury that all required changes in income, resources, and household composition have been reported. The grant warrant will be accompanied by notification of recipient reporting responsibilities.

Legislation requires the Director of California Department of Social Services to conduct an evaluation after the first year and determine whether to continue, expand, or terminate the project. If the Director determines that CRDP is cost-effective and administratively efficient, the Director may implement the change reporting process statewide without further legislation. Del Norte County will participate upon statewide rollout.

## COUNTY GRIEVANCE PROCEDURE

### 001 PURPOSE STATEMENT

This procedure is established in accordance with the GAIN Regulations Section 42-720.34 and Section 42-787.3.

The County grievance process shall be available to GAIN applicants/recipients when the sole issue is whether: a program requirement or assignment is in violation of the contract or inconsistent with the program. This procedure shall not be used to appeal the outcome of a state hearing, the requirement to sign a basic contract, or the results of an assessment made in accordance with MPP Section 42-773 of the GAIN regulations.

The CWD shall address any complaints of discrimination based on race, color, national origin, religion, political affiliation, marital status, sex, age or handicap which may arise through an applicant's/recipients' registration for or participation in GAIN in accordance with the provisions of MPP Division 21 - Nondiscrimination in State and Federally Assisted Programs.

### 002 DEFINITIONS

County Hearing Officer: The person designated by the Director to administer the GAIN County Formal Grievance Procedure.

Aid: For purposes of this procedure, aid shall include Aid to Families with Dependent Children (AFDC), the Food Stamp Program (FS), the California Medical assistance Program (Medi-Cal), Social Service Programs and GAIN Supportive Services.

Authorized Representative: The person authorized in writing to the County Hearing officer to act for and represent the Claimant at this hearing procedure and in all issues involving the Claimant's hearing.

Claimant: The GAIN Applicant/Recipient who has filed a County Formal Grievance request.

County Board of Supervisors: Refers to Del Norte County Board of Supervisors.

County Welfare Department (CWD): Refers to the Del Norte County Department of Social Services.

Director: Refers to the Director of the Del Norte County Department of Social Services responsible for administration of the GAIN Program.

CWD Representative: CWD Staff Supervisor administering the GAIN Program.

Hearing: Refers to the County Formal Grievance prescribed by MPP Section 42-720.34 and 42-787.3.



003. HEARING AUTHORIZATION:

The County Board of Supervisors has assigned responsibility for all Hearings to the Director. The Director will assign a hearing officer from the CWD Administrative Staff.

004 TIME LIMIT ON HEARING REQUEST/AID PAID

The Claimant shall file a written request for a hearing within 30 days from the date of action of the agrieved violation. The Claimant shall be subject to sanctions pending the outcome of the procedure, or any subsequent appeal only if he/she fails to participate during to period the Hearing procedure is being processed. If the claimant continues to participate in the program during the Hearing process, and wants to grieve a program requirement with the program, or is in violation of the contract, aid will be continued and the claimant shall not be subject to sanctions.

If an individual has already unsuccessfully completed the formal conciliation under the Unemployment Insurance Code section 5302 due to nonparticipation (MPP Section 42-781), and the individual wants to grieve a program requirement or assignment at this time, only the county formal grievance procedure and/or the State Hearing process will be available. Aid will be continued only if the

The CWD representative shall inform the Claimant of his/her following rights:

to present evidence and question witnesses.

to receive a copy of the position statement from the CWD not less than 2 working days prior to the date of the scheduled hearing.

to receive a written decision on the hearing request 10 working days from the date of hearing.

to receive a written notice of the time and place of the hearing not less than 7 days prior to the hearing.

to appeal the decision through the State Hearing procedure.

to be represented by an attorney or other authorized representative.

to have access to all relevant documents and information in advance of the hearing.

The Hearing may be taped by the Claimant, Claimant's Authorized Representative or the Hearing Officer.

individual begins to participate in the program prior to commencement of sanctions, and continues to participate for the duration of the Hearing process.

If an individual files for a Hearing after the sanction commences, the sanction will not be suspended.

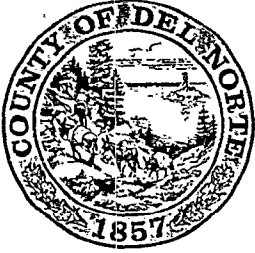
005      CWD RESPONSIBILITIES

The CWD representative shall 1) review the issues raised by the hearing request 2) review the statutes, rules, regulations and policies as they apply to the CWD action 3) make a determination concerning the appropriateness of the CWD action.

If the CWD action is incorrect, the CWD representative shall contact the Claimant to attempt to resolve the issue.

If the CWD representative determines the CWD action to be correct, the CWD representative shall schedule a hearing with the Hearing Officer within 30 days from the date of receipt of the Hearing request.

The CWD representative shall prepare a CWD position statement.



**COUNTY OF DEL NORTE**  
**DEPARTMENT OF HEALTH AND SOCIAL SERVICES**

Stephen D. Brohmer, Director/Public Guardian  
Richard Mize M.D., Health Officer

January 7, 1997

Curtis Howard, Welfare to Work Division  
California Department of Social Services  
744 P Street, MS 9-701  
Sacramento, CA 95814

Subject: CalWORKs Plan for Del Norte

Dear Mr. Howard:

Attached is the Community CalWORKs Plan for Del Norte County. The plan was submitted to the County Board of Supervisors for approval at a public hearing on December 30, 1997.

We are enclosing the plan on disk as well as hard copy. The plan was completed on Word 6, and the decision matrix on Excel.

We plan to begin enrolling current recipient into CalWORKs on February 1, 1998. If you have any questions or concerns regarding plan content please contact me at (707) 464-3191.

Sincerely,

Sally Smart, Program Manager

DEL NORTE COUNTY

Community CalWORKs Plan

Date Submitted :  
December 30, 1997

Stephen Brohmer, Director

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Sally Smart, Program Manager

Jeannine Galatioto, Staff Services Manager

\*\*

and

The Community CalWORKs Committee

This plan is submitted pursuant to Section 10531 of the Welfare and Institutions Code required by The Welfare to Work Act of 1997, AB 1542.

## **EXECUTIVE SUMMARY**

On August 22, 1996 Temporary Assistance for Needy Families (TANF) , the federal reform law, was enacted. Governor Wilson signed Assembly Bill 1542 (AB 1542) on August 11, 1997.

AB 1542 eliminates the Greater Avenues for Independence (GAIN) and Aid to Families with Dependent Children (AFDC) programs and replaces them with the California Work Opportunity and Responsibility to Kids (CalWORKs). The new program provides temporary assistance and supportive services to families with needy children, and provides counties flexibility in designing a program that meets the needs of its community.

CalWORKs represents a fundamental change in how we deal with poverty. AFDC was a federal welfare program; TANF/CalWORKs eliminates the program and replaces it with a funding stream. While some of the assumptions made in crafting this legislation are questionable, it will enable and encourage some families to become self-supporting.

In Del Norte County the local stakeholders were identified and invited to participate in the Community CalWORKs Planning Committee. This committee formed sub-committees based on areas of interest or expertise in order to review the requirements of CalWORKs and make recommendations for those discretionary items in the bill. The committee and sub-committees addressed the areas of employment and training, economic development, supportive services, child care, community services, and change management.

The Department of Health and Social Services gratefully acknowledges the participation of the individuals and organizations who were instrumental in the development of the Del Norte County Community CalWORKs Plan. We asked for, and received a tremendous amount of participation and support. The committees demonstrated energy, creativity, and commitment to the creation of a program for the enrichment of individuals and the community as a whole.

## Del Norte County Community CalWORKs Plan

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The goals and objectives of the local plan are :

- To promote and support families in the transition from welfare to work by: identifying strengths, employment history, and available resources and customizing the individuals welfare to work plan accordingly; addressing supportive service needs, and providing case management services.
- To coordinate with public, private, and non-profit sectors in the provision of supportive services, training and education, and job retention in order to maximize the community's combined CalWORKs program fund availability.
- To meet the performance outcomes required by AB 1542.
- To continue to evaluate this plan and amend as necessary.

## Del Norte County Community CalWORKs Plan

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**(Each of these elements should be on separate pages to facilitate the review process.)**

Section 10531 of the Welfare and Institutions Code (WIC) requires each county to develop a plan that is consistent with state law and describes the full range of services available to move CalWORKs applicants and recipients from welfare-to-work. Subsections (a) through (q) set forth specific plan requirements which are addressed below. The CalWORKs plan should not duplicate the planning processes which have already occurred within the county, rather it should incorporate other planning efforts where appropriate.



## Del Norte County Community CalWORKs Plan

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### **(a) COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORTIVE SERVICES**

Del Norte County has involved the following agencies with the preparation of the county Welfare-to-Work Plan. We will continue to work with these public and/or private agencies to provide training and support services. These agencies include but are not limited to:

#### **TRAINING AGENCIES**

- State of California, Department of Rehabilitation
- Employment Development Department
- Del Norte County Unified School District
- Rural Human Services, Job Training Office/ Domestic Violence Program
- Del Norte Career Center
- Sunset Continuation High School
- Redwood Coast Regional Center
- Del Norte County Library
- North Coast Small Business Corporation
- Northern Rural Training & Employment Consortium (NoRTEC)
- Goodwill Industries
- College of the Redwoods, Del Norte Branch

#### **SUPPORTIVE SERVICES**

- Del Norte County Probation
- Area 1 Agency on Aging
- Rural Human Services, Literacy Program
- Harrington House
- Rural Human Services, Food Bank
- Del Norte Community Health
- Humboldt/Del Norte Headstart
- Del Norte Transportation Commission
- Del Norte Child Care Council
- Yurok Tribe
- Smith River Rancheria
- Crescent City Housing Authority
- Del Norte County, Mental Health - Drug and Alcohol Services
- Del Norte County, DA Family Support

Del Norte County does not have a significant refugee population. The county will not have a Refugee Employment Services Plan.

## Del Norte County Community CalWORKs Plan

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### **(b) PARTNERSHIPS WITH THE PRIVATE SECTOR TO IDENTIFY JOBS**

Del Norte County has ongoing partnerships with the private sector. We have many cooperative agreements in place with local private employers for job training. We will continue to work on an ongoing basis with the North Coast Small Business Development Center, the Chamber of Commerce, Del Norte Economic Development Council, Private Industry Council, and the newly formed Redwood Economic Development Institute to stimulate the local economic base to strengthen and create increased employment opportunities.

Additionally, Del Norte County will implement a Welfare-to-Work Demonstration Project to more effectively serve highly distressed geographic areas, more effectively serve hard-to-employ target populations, better meet local labor force demands, address the needs of the CalWORKS population and improve administration of program services to recipients.

We will work closely with the local employment and training agencies - the local Private Industry Council; NorTEC; the local JTPA agency; Rural Human Services; the Employment Development Department; the Del Norte Career Center; Northern California Indian Development Council; California Indian Manpower Consortium; and the California State Department of Rehabilitation.

It is envisioned that the local service organizations and faith community clubs, such as the Soroptimists, Kiwanis, Elks, and Knight of Columbus, will assist clients with the transition from welfare to work by providing support groups and one-on-one role-model mentoring.

## Del Norte County Community CalWORKs Plan

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The linkages of all these different employers, agencies, and groups shall assist with the identification, acquisition and retention of unsubsidized jobs for CalWORKS recipients.

## Del Norte County Community CalWORKs Plan

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### (c) LOCAL LABOR MARKET NEEDS

The Employment Development Department (EDD) provides local labor market information. That department's California Cooperative Occupation Information System (CCOIS) recently expanded their research and analysis of employer needs into Del Norte County. CalWORKs planners will utilize the collected data and have the services of a CCOIS research analyst.

Recent figures released by the Employment Development Department, Labor Market Research Division, Sacramento, California reveal the following:

- Del Norte County, Unemployment Rate 10.1% - October 1997
- California, Unemployment Rate 6.0% - October 1997
- United States, Unemployment Rate 4.4% - October 1997

The main employers of Del Norte County consist of :

- a) Pelican Bay State Prison
- b) Del Norte County Unified School District
- c) Del Norte County
- d) Sutter Coast Hospital

The primary jobs available in the Del Norte County area consist of low-paying seasonal employment jobs related to the tourist industry, such as grocery checkers, and waitresses.

#### (d) WELFARE-TO-WORK ACTIVITIES

Del Norte County certifies it will not require job search and work experience of participants to the exclusion of a range of activities to be offered to recipients.

The county will provide a range of services adequate to insure that each participant has access to needed activities and services to assist him or her in seeking unsubsidized employment.

Del Norte County will assign CalWORKs recipients to one or more of the Welfare-to-Work components following unsuccessful completion of the mandatory up-front Job Search activities and subsequent assessment:

- |  |  |
|--|--|
| ✓ Unsubsidized employment  | ✓ Work study   |
| ✓ Subsidized private sector employment                           | ✓ Self-employment  |
| ✓ Subsidized public sector employment                            | ✓ Community service  |
| ✓ Work experience  | ✓ Job search and job readiness assistance                  |
| ✓ On-the-job training  | ✓ Job skills training directly related to employment       |
| ✓ Vocational education and training                              | ✓ Transitional employment                                  |
| ✓ Education directly related to employment                       | ✓ Other : ✓Parenting Workshops<br>✓Life Skills Instruction |
| ✓ Adult basic education (includes basic education, GED, and ESL) |  |

Additional activities such as Parenting Workshops or Life Skills Instruction may be available to assist individuals on an as-needed basis if it is determined that it will assist the recipient in obtaining unsubsidized employment.

## Del Norte County Community CalWORKs Plan

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Grant-based on-the-job training and Supported Work will not be offered in the first year of CalWORKs implementation, but may be offered at a later date if it is determined that sufficient resources and supportive services are available.

### **(e) SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES**

The Supportive Services Sub-Committee of the Community CalWORKs Planning Committee defined roles and responsibilities of the CalWORKs Service Coordination Team relative to Behavioral Health Services. Service delivery to CalWORKs recipients who have mental health or substance abuse problems, or who are victims of domestic violence will be provided an array of services to meet the identified need as described below:

Del Norte County certifies that the county's substance abuse treatment services will include at least the following: evaluation, case management, substance abuse treatment, employment counseling, and the provision of community service jobs.

Del Norte County certifies that the county will provide at least the following Mental Health services: assessment, case management, treatment and rehabilitation services, identification of substance abuse problems, and a process for identifying individuals with severe mental disabilities.

**CAL WORKS**  
**BEHAVIORAL HEALTH SERVICES**  
**(Mental Health and Substance Abuse Services)**

**MISSION:**      Job Readiness  
                         Sustainable Employment  
                         Self Sufficiency

**BEHAVIORAL HEALTH ROLE:**

1. Collaborate with DHSS on screening and referral protocols.
2. Provide behavioral health assessment on DHSS referrals to identify mental health and substance abuse barriers to employment.
3. Provide an array of behavioral health services and supports to eliminate mental health and substance abuse barriers to employment.
4. Participate in the service coordination team providing reports and recommendations on progress and outcomes of assessments and services.



**DEL NORTE COUNTY SERVICE COORDINATION TEAMS  
ROLES AND FUNCTION**

**APPRAISAL REVIEW**

- |                            |                             |
|----------------------------|-----------------------------|
| -EMPLOYMENT HISTORY        | -ORIENTATION                |
| -JOB SKILLS                | -DIVERSION                  |
| -INTERESTS/APTITUDES/GOALS | -EDUCATION                  |
| -BARRIERS                  | -IMMUNIZATION               |
| -DOMESTIC VIOLENCE         | -CHILD CARE                 |
| -FAMILY SUPPORT            | -COOPERATION                |
| -EXEMPTION                 | -REFERRAL TO OTHER AGENCIES |

**ASSESSMENT AND PLANNING**

- REVIEW STRENGTHS, SKILLS, GOALS
- EVALUATE BARRIERS IDENTIFIED IN APPRAISAL REVIEW  
(Note: includes referrals to health, mental health, drug and alcohol for assessment and treatment recommendations when health, mental health, domestic violence or substance abuse barriers are identified)
- CONSIDER EMPLOYMENT OPPORTUNITIES IN THE COMMUNITY
- DEVELOP PLAN FOR SUSTAINABLE EMPLOYMENT-(Individual Family Plan)
  - Specific Goal(s)
  - Job Placement, training, community service activities
  - Barrier elimination services and supports
  - Identifies roles and responsibilities for all involved

**PLAN IMPLEMENTATION**

- MONITORS AND REVISES PLANS AS NEEDED

**EMPLOYMENT**

- MAY PROVIDE CASE MANAGEMENT AND SUPPORT SERVICES UP TO

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ONE YEAR OR UNTIL SUSTAINED EMPLOYMENT ACHIEVED

## **DEL NORTE COUNTY SERVICE COORDINATION TEAMS MEMBERS AND TASKS**

- **DEPT. OF HEALTH AND SOCIAL SERVICES:** Department of Health and Social Services has lead role in the development and monitoring of the welfare to work plan. One of the initial tasks is to identify possible barriers to employment in the areas of child care, housing, transportation, health insurance, medical needs, legal (such as court appearances), child abuse/neglect, school attendance, job training and language. DHSS works with public and private agencies to identify and eliminate barriers to employment.
- **DEPT. OF MENTAL HEALTH, ALCOHOL AND DRUG:** Collaborates with Social Services and takes lead on assessment and treatment needs for mental health and substance abuse barriers
- **PUBLIC HEALTH:** collaborates with DHSS to provide and verify immunizations.
- **RURAL HUMAN SERVICES:** collaborates with DHSS and takes lead on assessment and referral for domestic violence barriers.

## **SERVICE TEAM ROLE & FUNCTION**

- **REVIEWS APPRAISAL**
- **CONDUCTS FAMILY ASSESSMENT**
- **DEVELOPS INDIVIDUAL FAMILY PLAN** - If not job ready within 120 days, refers to employment training or community services. If not job ready, family is linked to needed services and support.
- **MONITORS INDIVIDUAL FAMILY PLAN & IMPLEMENTATION**
- **PROVIDE CASE MANAGEMENT & NEEDED SUPPORT SERVICES DURING FIRST YEAR OF EMPLOYMENT TO PROMOTE SUSTAINED EMPLOYMENT**

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### **(f) MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS**

Those CalWORKs recipients who have exceeded the 18 or 24 month time limit and are eligible for “Specialty Mental Health Services” will receive those services consistent with those currently eligible for those services.

The CalWORKs case manager will notify the local Mental Health Department of changes in eligibility for CalWORKs services in order to insure that clients in need of service have access through ongoing medical assistance as available, provided that the services are covered as a reimbursable cost through Medi-Cal or the County Medical Services Program (CMSP).

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### **(g) CHILD CARE AND TRANSPORTATION SERVICES**

#### **Child Care**

CalWORKs projected need:

Based on information from the International Child Resource Institute Feasibility Study, the projected need is for the development of an additional 241 child care slots. While many of these slots will be for the traditional M-F 8-6 work hours, some development of non-traditional hours of service will have to take place.

Provision of child care needs:

Del Norte County will establish a payment system which provides direct payments to the child care provider. The county will contract with the Alternative Payment Program (APP) through the Del Norte Child Care Council (DNCCC) for most of Stage I and all of Stage II child care. The DNCCC and the Del Norte County Unified School District (DNUSD) will simultaneously apply for California Department of Education (CDE) funds to increase center based slots. Home based slots will increase due to stepped up training through Job Training Partnership Act (JTPA) and DNCCC programs to increase those slots. Access to startup funds for home based care will be through economic development funds.

Criteria for parent exemptions:

First consideration will be given to single mothers in a household with a child 12 months and under. These single parents who choose to participate in CalWORKs will receive the full range of supportive services available. Parents will be exempted from participation upon a subsequent birth for the first 6 months unless the parent chooses to participate. Depending on availability of child care and jobs, exemptions may be modified in future plan updates.

Caretaker relatives of children with certifiable life-threatening illnesses or who are either a

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Caretaker relatives of children with certifiable life-threatening illnesses or who are either a dependent or ward of the court or at risk of placement in foster care if caretaking responsibilities impairs employment will be exempted from participation.

### Access to Resource and Referral Agency:

The DNCCC is the Resource & Referral (R&R) Agency for Del Norte County. The county and the DNCCC will initially coordinate swift communication for resource and referral services to TANF parents. The county and the DNCCC are exploring the feasibility of co-location. Consumer education training will be conducted by the R&R.

### Families transitioning off aid:

Upon enrollment in CalWORKs, a family will receive Stage 1 services. Once they have completed Stage 1 or have demonstrated stability, they will be placed on the waiting list for Stage II. Prior to Stage 1 completion, a transition plan will be arranged describing their new child care status and responsibilities. Once eligibility for Stage II has expired, an eligible family will be transferred to a local CDE funded program.

### Transportation

Transportation services necessary for participation in an assigned CalWORKs activity will begin with assignment to a specific activity, for example, job search. Eligibility for transportation services ends when the participant reaches the 18 or 24 month CalWORKs eligibility period. Transportation services are not required by AB 1542 for community service participants.

Transportation services will be provided to recipients whose activity is more than 2 miles round trip from their home, and will be provided by vouchers or purchase orders where ever possible. Transportation reimbursement will be limited to the lessor of the cost of public transportation if

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available, or the county mileage rate based on the federal mileage reimbursement rate.

### **(h) COMMUNITY SERVICE PLAN**

The Del Norte County Cal-works Community Service Sub-Committee consisted of individuals from various county and tribal agencies in the area. The group met on a biweekly basis and discussed all aspects of community service. The committee will meet regularly to implement community service activities.

Community service activities will be established for individuals who continue to meet eligibility criteria for aid, but who cannot find unsubsidized private sector employment after participating in the CalWorks Program for the 18/24 month time limits, as certified by the county, and who are fully cooperating with program requirements. Community service activities are by nature intended to be temporary, allowing a participant to obtain skills they may lead to unsubsidized employment, while giving the participant the self satisfaction of giving something of value back to the community.

The county may require participation by individuals who have received aid for less than 18 months as a concurrent activity if necessary to insure that the individual is able to meet the required hours of participation.

Child care services will be available for participants in a community service activity.

The committee is currently exploring the feasibility of using tribal lands for greenhouses proposed for construction by the Economic Development Sub-Committee. The Greenhouse project will be utilized for training of recipients in skills that can lead to employment. The three outlying areas for potential community service project sites were Gasquet, Smith River, and Klamath, California. These sites were chosen due to the number of recipients living in those

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areas who might otherwise be unable to participate in CalWORKs due to a lack of transportation.

Coordination will occur with the Del Norte Unified School District ROP Program for provision of training and construction of the facility. The Northern California Indian Development Council (NCIDC) will assist by writing a grant for funding to pay for supervision.

The Smith River Rancheria tribal council is working on increasing their land base, and may be interested in providing land for a community service project in the future.

### **Commitments From Public & Private Non-Profit Sectors:**

Del Norte County Department of Health and Social Services (DHSS) will be the lead agency in establishing MOU's with public and private non-profit agencies who wish to participate in the CalWorks Community Service activities. Community service projects that will be given consideration will include those that will enhance the community, such as maintenance and restoration work on public lands, or new projects intended to beautify the community.

MOUs will include community service participant job descriptions, duties, responsibilities, rate of contract hours upon completion of work experience activities.

### **Referral, Monitoring, & Supervision**

DHSS will coordinate the community service referrals and activities with the Job Training Partnership Act Program, the Del Norte Career Center, and the local Department of Mental Health.



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Case management services and monitoring will be provided by the CalWORKs case manager.

Supervision will be provided by the organization consistent with the job classification.

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### **(i) WORKING WITH VICTIMS OF DOMESTIC VIOLENCE**

Del Norte County will coordinate provision of services to CalWORKs recipients who are victims of domestic violence with the local Domestic Violence Program. The program is administered by Rural Human Services, a local private not-for-profit agency. Services are provided at RHS Harrington House, a shelter for battered women and children.

Training in domestic violence will be provided to all staff who will be working with CalWORKs recipients.

The Mission: To eliminate domestic violence as a barrier to sustained employment in Del Norte County.

Until regulations are adopted by California Department of Social Services in consultation with the Task force on Domestic Violence established by the Welfare-to-Work Act of 1997, the county will utilize a coordination team approach to provision of services to victims of domestic violence.

The Department of Health and Social Services will:

- Screen and identify domestic violence victims using a mutually agreed upon Referral and Assessment Tool.
- Refer victims of domestic violence to RHS Harrington House for an assessment of risk.
- Refer victims of domestic violence to the local Mental Health Department for an assessment of mental ability to participate in CalWORKs activities.

RHS Harrington House will:

- Collaborate with the Department of Health and Social Services (DHSS) on screening and referral protocols.
- Provide client assessment of DHSS referrals to identify domestic violence as a barrier to

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sustained employment and to what degree participation in CalWORKs should be required.

- Provide an array of support services to eliminate domestic violence as a barrier to sustained employment.
- Participate in the service coordination team providing reports and recommendations on progress and outcomes of assessments and services.

The local Mental Health Department will:

- Collaborate with the DHSS on screening and referral protocols.
- Provide client assessment of DHSS referrals to identify the mental stability of victims of domestic violence and to what degree participation in CalWORKs should be required.
- Provide Mental Health services as needed to improve the mental stability of the recipient.
- Participate in the service coordination team providing reports and recommendations on progress and outcomes of assessments and services.

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### **(j) PERFORMANCE OUTCOMES TO MEET LOCALLY ESTABLISHED OBJECTIVES**

Del Norte County has not identified specific local program outcome objectives not already established by AB 1542. Performance outcomes to be monitored will include:

Success of welfare-to-work, including the rate of movement to employment, earnings for CalWORKs recipients and those who have left the CalWORKs program, and job retention rates. This shall include the extent to which recipients have obtained unsubsidized employment in each of their years on aid.

Rates of child support payment and collection.

Child well-being, including entries into foster care, at-risk births, school achievement, child poverty, and child abuse reports.

Changes in the demand for general assistance.

Supply, demand, and utilization of support services by CalWORKs recipients, including child care, transportation, mental health services, and substance abuse treatment.

The number of identified families affected by domestic violence.

The methods of gathering and analyzing the pertinent data necessary to monitor these measures will be dependent upon the creation of the statewide measures and discussion at the local level.

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Should future collaborative efforts result in the development of any additional performance outcomes, they will be included in future plan updates.

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### **(k) PUBLIC INPUT TO THE COUNTY PLAN**

On August 11, 1997 Assembly Bill 1542 was signed into law enacting the California Work Opportunity and Responsibility to Kids (CalWORKs) Program, replacing the former Aid to Families with Dependent Children (AFDC) and Greater Avenues for Independence (GAIN) Programs.

Del Norte County Department of Health and Social Services identified all of the local stakeholders and invited them to participate in the Community CalWORKs Planning Committee.

A public organizational meeting was held on September 3, 1997. A presentation was made which included an opening statement by the director, a review of client demographics, and a review of the milestones to be achieved during the planning and implementation of CalWORKs. This was followed by a summary of the planning process.

The stakeholders broke into 5 sub-committees as follows:

- Child Care
- Community Service
- Economic Development
- Employment/Education/Training
- Supportive Services - which included Mental Health/Substance Abuse , Transportation, DA Family Support, Probation, and Domestic Violence program representatives

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Each sub-committee scheduled a series of working meetings alternating with full committee meetings for the purpose of sharing progress and obtaining feedback. Each sub-committee was provided a summary of the CalWORKs bill and a decision matrix to be used as a working tool. The decision matrix was designed to keep each sub-committee focused on its' scope of responsibility for making recommendations for inclusion in the County Community CalWORKs Plan. Most committee members served on more than one committee, spending a lot of volunteer time and juggling some schedules in order to meet the goals of each committee.

The Committees provided verbal and written input which is included in the Plan. The committee process was invaluable for generating community energy, interest and commitment to develop a plan which takes into consideration the needs and resources of the community as a whole.

The Economic Development Sub-Committee will continue to meet as the County Job Creation Task Force, the purpose of which is to identify needs, research and develop training projects, and encourage economic growth.

The Child Care Committee members continue to meet in order to address the implementation of new and expansion of current child care programs.

A client survey was conducted to determine barriers to employment. This information supported the development of a client flow assessment, for the projection of need for supportive services and specific Welfare-to-Work components.

An In-House Change Management Sub-Committee convened upon receipt of the All County Letters and Instructions for implementation from California Department of Social Services (CDSS). This committee was tasked the responsibility of reviewing the recommendations of all

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of the committees and developing the in-house procedures, forms, and providing staff training.

Del Norte County recently converted from a manual system of delivery of benefits to the Interim Statewide Automated System (ISAWS). Critical to planning and implementation is coordination with ISAWS technical support to determine specific ISAWS enhancements for the eligibility and grant computation elements.

Del Norte County Department of Health and Social Services gratefully acknowledges the participation of the individuals and organizations in the development of this plan. See following rosters of the Community CalWORKs Planning Committee, CalWORKs Sub-Committees, and In-House Change Management Committee.



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### **(I) SOURCE AND EXPENDITURES OF FUNDS**

Provide a budget specifying your county's estimated expenditures and source of funds for the CalWORKs program on the forms provided (Attachment 2). Your budget should meet the requirement of WIC Section 15204.4 which specifies that each county shall expend an amount for these programs (administration and services) that, when combined with funds expended for the administration of food stamps, equals or exceeds the amount spent by that county for corresponding activities during the 1996/97 fiscal year. [Reference: WIC Section 10531(l)]

See attached budget projection for Del Norte County

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### **(m) ASSISTING FAMILIES TRANSITIONING OFF AID**

Families transitioning off aid:

Del Norte County plans to assist families transitioning off aid due to time limits or due to employment by providing referral to the Del Norte Child Care Council for child care services.

Upon enrollment in CalWORKs, a family will be receive Stage 1 services. Once they have completed Stage 1 or have demonstrated stability, they will be placed on the waiting list for Stage II. Prior to Stage 1 completion, a transition plan will be arranged describing their new child care status and responsibilities. Once eligibility for Stage II has expired, an eligible family will be transferred to a local CDE funded program.

Limited counseling and case management services will be available for purposes of monitoring job retention and/or barriers. Case management services will include resource and referral to appropriate agencies and support groups.

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### **(n) JOB CREATION**

Del Norte County is applying to the Job Creation Investment Fund for job creation funding. The county anticipates receipt of approximately \$52,081.

The Economic Development Sub-Committee of the CalWORKs Community Planning Committee was tasked the responsibility for determining the feasibility of participation in demonstration projects and submitting the appropriate requests for approval. The sub-committee has developed strategies for job creation within the county in order to meet the needs of CalWORKs recipients.

The committee has recommended that the county provide Grant-based on-the-job training (OJT). Grant-based OJT is like the former Grant Diversion allowed for in the GAIN Program, which proved an administrative nightmare for those counties attempting to implement it. The county will implement CalWORKs for Fiscal Year 1997/98 without attempting to include the Grant-based OJT component. The component may be offered at a later date if it is determined that sufficient resources and supportive services are available.

The sub-committee will continue to meet as the Job Creation Task Force. The purpose of the Task Force is to identify needs, research and develop training projects, and encourage economic growth. CalWORKs staff will work with the Task Force in preparing CalWORKs participants in the skills needed by local employers. The Task Force will have primary responsibility for identifying how funding received from the Job Creation Investment Fund will be utilized to the best advantage of CalWORKs recipients and the county as a whole.

Del Norte County recently established the position of Economic Development Coordinator.

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CalWORKs administrators will be working closely with the coordinator to provide the most up to date information available to CalWORKs participants, staff, trainers and to employers.

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### **(o) OTHER ELEMENTS**

#### **Demonstration Projects**

##### **I. Change Reporting Demonstration Project**

Del Norte County recently converted from a manual system to the Interim Statewide Welfare System (ISAWS) and is currently part of the ISAWS consortium. An application for participation in the Change Reporting Demonstration Project (CRDP) will be submitted by the consortium on behalf of all of the ISAWS counties.

The reporting and budgeting project required by the legislation under CalWORKs specifies the following:

- Counties will redetermine financial eligibility every six months.
- Counties will have the option of conducting a full eligibility redetermination annually.
- Recipients will be required to report changes in income or resources in excess of \$75, and any change in household composition, within 10 days after the change.
- Changes in the recipients' grant amounts will be made prospectively.
- Grant warrants will include an endorsement under penalty of perjury that all required changes in income, resources, and household composition have been reported. The grant warrant will be accompanied by notification of recipient reporting responsibilities.

CRDP may operate for up to three years. However, the legislation requires the Director of California Department of Social Services to conduct an evaluation after the first year and determine whether to continue, expand, or terminate the project. At any time after the first year, if the Director determines that CRDP is cost-effective and administratively efficient, the Director may implement the change reporting process statewide without further legislation.

### **II. Performance Based Demonstration Project**

Del Norte County plans to implement a three-year performance-based CalWORKs demonstration project to test alternative methods of service delivery designed to do any of, but not limited to, the following:

- (1) More effectively serve highly distressed geographic areas.
- (2) More effectively serve hard-to-employ target populations.
- (3) Better meet local labor force demands.
- (4) Address the needs of the CalWORKs population
- (5) Improve administration of program services to clients.

The demonstration project will promote cross-agency collaboration within the county in order to reduce duplication and fragmentation of services, serve CalWORKs families in a comprehensive fashion, and increase the self-sufficiency and well-being of CalWORKs families. The Del Norte County Department of Health and Social Services will coordinate the use of welfare-to-work grant funds and work with local agencies, businesses and non-profits to include a range of services designed to assist recipients to achieve employment and the supportive services necessary for clients to achieve self-sufficiency, which at a minimum shall include child care, transportation, mental health treatment, and substance abuse treatment.

The proposal will be developed with participation by representatives of all the stakeholders who will potentially be affected by the project, including representatives of CalWORKs recipients, service providers, and all relevant local government agencies. The county will secure agreement from all parties who will be involved in implementing the project.

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The Del Norte County Board of Supervisors will apply to the Director of California Department of Social Services for approval of its demonstration project. Within the application to the director, the county will identify the specific goals of the project, how we plan to attain those goals, and the evaluation methodology and funding source that will be used to evaluate the extent to which the goals are attained.

The project will meet the intent of the Legislature that each demonstration project test different types of alternative service delivery or serve different types of populations.

The county will help develop an evaluation of the program and assist the department in ensuring that the county demonstration project is independently and rigorously evaluated.

The county shall abide by all audit requirements necessary to ensure compliance with federal law.

The county project will be consistent with the intent of state CalWORKs law. The demonstration project shall not be exempt from state law that governs eligibility. The county may supplement grant levels established in state law, and may extend time limits, using county only funds.

The county's CalWORKs demonstration project will not be exempt from state law that governs any of the following:

- (1) Dispute resolution procedures and penalties, including fair hearings.
- (2) Recipient confidentiality.
- (3) Child support collection.
- (4) County contracting.
- (5) Collective bargaining law and agreements.
- (6) Civil service procedures.

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(7) Fair labor standards.

(8) Displacement of current workers.

The demonstration project will not result in a diminution in the level of funding for services that would be available if the project were not implemented.

Financial Incentives: The County Demonstration Project may include financial incentives for participants.

Waivers: The County of Del Norte will not apply for any waivers under the Demonstration Project.

### **III. Microenterprise Demonstration Project**

The County will partner with a Microenterprise assistance provider (either a public agency or a nonprofit agency meeting the requirements of Section 501(c)(3) of the federal Internal Revenue Code) or consortium of public and non-profit agencies to provide self-employment training, technical assistance, and access to micro-loans to individuals seeking to become self-employed.

The demonstration project shall operate for three years.

The self-employment training shall include development of a viable business plan, assisting the recipient to determine if self-employment is suitable to the recipient's aptitudes and family dependent care obligations, marketing strategies, business location analysis, direct technical assistance in the development of a Microenterprise, and other subjects as necessary to achieve



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proficiency in basic business skills. The training shall include periodic assistance or case management, as needed, for up to one year after the recipient's self-employment has commenced.

A collaboration between the county Department of Social Services, including CalWORKs programs, and Microenterprise assistance providers has been formed, so the proposal to operate a demonstration project will be jointly submitted by local Microenterprise service providers/consortium and the county welfare department.

Local Microenterprise assistance providers participating in the pilot project shall have at least two combined years' experience and demonstrated success in providing assistance to recipients of CalWORKs benefits and other low-income individuals to create their own jobs through self-employment.

Microenterprise assistance providers seeking to administer a demonstration project under this article will do so on a not-for-profit basis. The county shall seek to encourage financial participation of private entities for purposes of including more individuals in its Microenterprise demonstration project.

The Microenterprise project will operate under the guidelines in section 11155.3. of the Welfare and Institutions code regarding increased flexibility to determine allowable business expenses and income reporting periods in order to facilitate local Microenterprise development, maximize opportunities for a family to become self-sufficient, and reduce paperwork processing by county staff.

The County department of Social Services will track the participants in the Microenterprise

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demonstration project for three years.